

# **Phase II - Collaborative Emergency Response Planning in California's Delta Region**

## ***Preliminary Scope of Work -Outline-***

### **Background**

On June 25, 2008, "A Strategy for Collaborative Emergency Response Planning in California's Delta Region – Phase I Report" was released. The report outlined an initial draft work plan and timeline for the emergency planning process in the Delta. Subsequently, on September 30, 2008, Governor Schwarzenegger signed SB 27 (Simitian). SB 27 requires the Governor's Office of Emergency Services (OES) to establish the Sacramento-San Joaquin Delta Multi-Hazard Coordination Task Force upon available funding. The task force will include the Delta Protection Commission, Department of Water Resources, and the five Delta counties. The task force will make recommendations on creation of an interagency unified command system organizational framework; draft an emergency preparedness and response strategy; and conduct an all-hazards emergency response exercise using existing protocols. The task force will submit a report with its strategy and recommendations to the Legislature and the Governor prior to January 1, 2011.

This preliminary scope of work is taken from the June 25 strategy for Phase II of the emergency planning process. Integration with SB 27 tasks is also included in the work outlined below. Portions of Tasks I – III may be carried out concurrently.

### **TASK I:**

Develop and complete a comprehensive Stakeholder and Organizational Assessment to design a large-scale collaborative approach to be used for Delta emergency planning work to proceed.

#### **Activities:**

- Finalize/update questionnaire and comprehensive interviewee list
- Identify, schedule and conduct interviews 25 – 45 key stakeholders
- Analyze stakeholder input relative to emergency preparedness and response issues, including societal issues (e.g., evacuation, care and shelter, alert and warning) and response structures and organizational models.
- Develop organizational/stakeholder assessment report
- Establish strategic stakeholder model for future phases
- Establish Planning Team consisting of, at a minimum, representatives from the SB 27 Sacramento-San Joaquin Delta Multi-Hazard Coordination Task Force member agencies.
- Draft Planning Team charter outlining roles and responsibilities.
- Brief team on overall project and process and request input on next steps for stakeholder and plan review process.

**Deliverable:** Phase II report summarizing interviews of Delta emergency responders and proposing design for remainder of the project; creation of Planning Team.

**Timeframe:** To be completed within approximately four – six months

**Cost Estimate:** \$45,000

## **TASK II:**

Initiate a regional plan development framework for integrating all current efforts by applying coordinated techniques, meetings and stakeholder involvement.

### **Activities:**

- Refine Plan Review template, as needed.
- Identify, review and analyze existing emergency plans
- Identify commonalities, gaps, and overlaps
- Identify lessons learned and best practices
- Identify policy issues/functional areas to be addressed in Phase III in an updated work plan
- Confirm purpose and scope of planning effort
- Develop final work plan for Delta emergency response planning efforts

**Deliverable:** Work Plan defining key project elements, including those identified in SB 27, and policy and program issues in the Delta.

**Timeframe:** To be completed within approximately four – six months

**Cost Estimate:** \$25,000

## **Task III:**

As an evaluation tool for tasks required in SB 27, conduct an initial all-hazards multi-agency tabletop exercise using existing protocols to validate previously identified and new gaps and overlaps.

### **Activities:**

- Establish and manage exercise design team.
- Design tabletop exercise consistent with National Incident Management System requirements, including goals, objectives, scenario, and participants.
- Conduct exercise, including facilitation and logistical needs.
- Produce an exercise After Action/Corrective Action Report that evaluates exercise outcomes and areas for improvement.

**Deliverable:** Identification and validation of gaps and overlaps in organizational response models and emergency preparedness and plans.

**Timeframe:** To be completed within approximately five – seven months

**Cost estimate:** \$30,000